



State of California
Employment Training Panel

Arnold Schwarzenegger, Governor

June 19, 2008

Claire Werner, Vice President
Stoesser Industries dba
Stoesser –Gordon Plastics, Inc.
3250 Brickway Boulevard
Santa Rosa, California 95403

Dear Ms Werner:

RE: FINAL MONITORING VISIT REPORT for Stoesser-Gordon Plastics, Inc. – ET07-0140

Date of the Visit:	June 17, 2008
Beginning/Ending Time:	3:00 p.m. – 5:30 p.m.
Date of Last Visit:	November 27, 2007
Visit Location:	3250 Brickway Boulevard, Santa Rosa
Persons in attendance:	Claire Werner, Vice President, Stoesser-Gordon Plastics, Inc.; and Kay Summerfield, ETP Program Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	08/08/06 – 08/07/08	Agreement Amount:	\$32,560
Training Start Date:	August 8, 2006	No. to Retain:	45
Date Training Completed:	May 9, 2008	Range of Hours:	8-50
Type of Trainee:	Retrainee	Weighted Ave. Hours:	Job 1 – 15 Job 2 - 50

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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

- **HISTORY OF AGREEMENT CHANGES**

Training began August 8, 2008. You reported and the ETP tracking system verifies that all training was completed on May 9, 2008, which ensures the 90-day retention period will be completed within the term of the Agreement.

ETP approved Revision 1 which extended the term of the Agreement to the full two year Agreement.

- **INTERVIEW WITH THE SIGNATORY, Claire Werner, Vice President**

- **What barriers, if any, did your company experience in implementing your ETP project?**

Our biggest problem was finding time to provide the training and still meet our production demands and provide the service our customers require.

- **What problems, if any, did your company experience with ETP record keeping?**

Again our biggest problem was finding the time to enter the data into your on-line systems. The systems themselves were pretty easy to maneuver.

- **What assistance could ETP have provided that would improve the process for future Contractors?**

We didn't really experience any problems. Everyone was very helpful.

- **How did your company benefit from the ETP training?**

The ETP dollars were a great help. They allowed us to provide the training our employees needed and the cost to us was reduced by ETP's reimbursement.

We need to be competitive in the global market and the ETP training is allowing this to happen. We are finding that our service level is increasing. We also realized that we couldn't always be the least expensive; but, we could be the best. Thank you.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Enrolled:	52	Total Agreement Hours:	1445
Dropped Following Enrollment:	19	Training Hours Recorded:	629
Completed Training:	33	Training Hours Potentially Reimbursable:	629
Completed Retention Period:	18	Completed 8 hours of Training:	33
In Retention Period:	15	Completed Minimum Hours for Reimbursement:	33

According to your records at the time of this final meeting, you expect to retain a total of 33 trainees (73% percent of planned retentions) for a total reimbursement of \$13,838 (43 percent of the encumbered amount. The closeout invoice will be submitted by September 7, 2008.

ATTENDANCE ROSTERS:

Ms. Summerfield reviewed 100 percent of the rosters and found them to meet ETP requirements. All rosters are originals and correspond with the data entered into ETP's on-line tracking system.

AUDIT:

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit or "review". These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked during training
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or concerns regarding this report, please contact Kay Summerfield at 916-813-8386 or at ksummerfield@etp.ca.gov within ten days of receiving this letter.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Kay Summerfield, Contract Analyst
Sacramento Regional Office

cc: David Guzman, Director, Program Operations
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File